



Trustee Recruitment Policy

Date Adopted: October 2025

Review Date: September 2026

1. Purpose

This policy outlines the approach Lighthouse Dementia Support takes to recruit, select, and appoint trustees who reflect our values, meet our governance needs, and strengthen our mission to support individuals and families affected by dementia.

2. Principles

We are committed to:

- Transparency in our recruitment process
- Diversity and inclusion, especially lived experience of dementia and caring roles
- Skills-based governance, ensuring our board has the right mix of expertise
- Accessibility, offering flexible formats and support throughout the process
- Compliance with our governing document and Charity Commission guidance

3. Identifying Trustee Needs

Before recruitment begins, the board will:

- Conduct a skills and experience audit of current trustees
- Identify gaps in knowledge, lived experience, or representation
- Define the qualities, values, and perspectives needed to strengthen the board

4. Recruitment Process

We will:

- Advertise trustee roles widely, including through community networks, Reach Volunteering, and inclusive platforms
- Provide a trustee recruitment pack with role description, expectations, and background on the charity
- Offer informal conversations with the Chair or CEO prior to application
- Ensure all applicants meet legal eligibility requirements and are not disqualified from acting as trustees



5. Selection & Appointment

- Shortlisted candidates may be invited to observe a board meeting or attend an informal interview
- Appointments will be made based on merit, alignment with our mission, and board fit
- All appointments must comply with our constitution and be formally recorded in meeting minutes
- New trustees will receive a tailored induction pack and onboarding support

6. Accessibility & Support

We will make reasonable adjustments to ensure all candidates can participate fully, including:

- Alternative formats for application materials
- BSL interpreters or support workers if needed
- Flexible meeting arrangements

7. Review

This policy will be reviewed annually or following significant changes to our governance structure or Charity Commission guidance.